

The Rhode Island State House Visitor's Center & Gift Shop Board of Directors

Providence Warwick Convention & Visitors Center - Conference Room

G-Tech Building

Thursday June 20, 2013

12:00 Noon

Meeting Minutes

1. Jon Stevens called the meeting of the Board of Directors to order at 12:15 P.M. with the following board members present:

Kristen Adamo (Providence/Warwick Convention and Visitors Bureau), John McNiff, and Jonathan Stevens (Governor's Office). Also in attendance were Alicia Philipe (PWCVB), Paul Caranci, Stacy DiCola and Sue Bohorquez, all of the Secretary of State's Office.

2. Upon a motion made by Kristen Adamo, seconded by John McNiff and approved unanimously, the minutes of the May 13, 2013 meeting were amended to indicate John McNiff's presence at the meeting. A motion by Directors Adamo and McNiff to approve the minutes as amended was unanimously approved.

3. Jon Stevens placed the name of Kristen Adamo into nomination for Chairperson. The nomination was seconded by John McNiff. There being no counter nominations, Kristen Adamo was unanimously elected Chair of the Board.

4. The members and guests engaged in a discussion regarding

Visitor's Center/Gift Shop staff. Paul Caranci noted that two of the three student resumes received indicate that the students will graduate prior to the opening of the Visitor's Center. Stacy DiCola was asked to contact Johnson & Wales to request new resumes from students that will be able to work an entire semester. Stacy also noted that she will require a period of about one month to train the students before the target opening date of September 15, 2013. She will discuss that timing with Johnson & Wales as well.

5. A discussion ensued regarding the inventory and inventory control requirements for the Gift Shop and Visitor's Center. Alicia Philipe indicated that she uses a Quick Books system and cash drawer in her operation and expressed satisfaction with the accuracy and operation of it. The system costs approximately \$2,500. Alicia will provide the specifications and information about the system to Stacy DiCola who will speak with Tom Viall of RI.Gov to determine if the Secretary of State current system will be compatible with such as system. At the request of Jon Stevens, Alicia will make that information available to Ruth Taylor, Kathy Vanderveer and Morgan Grefe so they can offer an opinion as to the viability of using that system.

Jon Stevens suggested that the Board determine what percentage of the allocated funds will be required to be spent on low cost, fast moving items. Chairperson Adamo suggested that a matrix or spreadsheet could be developed to list the inventory items with a 1-3 ranking. John McNiff offered to develop the spreadsheet for review and discussion by the Board at the next meeting.

Jon Stevens distributed the list of books offered for consignment by

Dr. Patrick Conley of the RI Publication Society (RIPS). Paul Caranci stated that he has asked Morgan Grefe to review that list and develop a list of the top 25 titles (both from the RIPS list and of other books) that she feels the Gift Shop should carry. Chairperson Adamo suggested that the Board develop a formal policy for the acceptance of consignments. Jon Stevens said that the Board needs to get the state guidelines selling items on consignment and to retail other items. The Board needs to identify terms of consignment including the percentage of the revenue from the sale of a consigned item that the Gift Shop will retain.

Jon Stevens also suggested a need to determine what the bidding compliance is for the Gift Shop and offered to arrange a meeting with the Div. of Purchasing once it is determined what the inventory will look like.

Upon a motion by Kristen Adamo, seconded by John McNiff, Paul Caranci was asked to extend an invitation to Bob Billington of the Blackstone Valley Tourism Council, a representative of the Slater Mill and the Museum of Work and Culture, C. Morgan Grefe of the RI Historical Society or the person who operates their gift shop, and Kathleen Vanderveer, all of whom have an expertise in the area of gift shop inventory, to attend the next meeting at which time there will be a focus on finalizing the inventory list.

6. Jon Stevens provided an update on the construction of the room designated for the Visitor's Center and Gift Shop. He distributed

Libby Slader's revised design plan and it was determined that the current plan is the most functional of the three submitted so far. Jon Stevens said that this is still a conceptual plan and will be modified based on further input from the Board. The current design seems to split the room into two distinct operations; the Visitor's Center to the left of the door and the Gift Shop operation to the right. This is a design feature that everyone seemed to like. Upon a motion by Kristen Adamo, seconded by Jon Stevens, the Board voted unanimously to inform Betty Capozzi that we would like to accept her very gracious offer to donate two dark wood display cases, and to authorize Kristen Adamo to order the cash wrap desk. Stacy DiCola noted that it might be worth considering eliminating the bookshelves on the wall to the left of the door and use that space to hang the display racks.

7. Upon a motion by Kristen Adamo, seconded by John McNiff, the meeting was adjourned at 1:35 P.M.